



The Town of
Millville
a beautiful way of life

36404 Club House Road
Millville, DE 19967
Phone: 302.539.0449
Fax: 302.539.0879
www.millville.delaware.gov

Candidate Filing Instructions

Candidates shall notify the Town Manager or designee in writing of his or her candidacy for the office of Town Council member. At that time, the candidate shall fill out, submit, and file with the Town Manager or designee the following documents.

1. The Ethics Form in Appendix B
2. Candidate filing form, check box to consent to background check.
Then you will need to go to Delaware State Police State Bureau of Identification (SBI)
The office is located inside the Thurman Adams State Service Center located at
546 S. Bedford Street, Room 202 Georgetown, DE.
Hours of operations: Monday-Thursday 8:30am-3:15pm
To schedule an appointment call (302) 739-2528
Fee: \$52.00, Cash is not accepted. The results of the completed certified criminal history
will not be returned on the same day. The results will be forwarded to the recipient as
soon as operationally possible.
3. Proof of residency
4. Filing fee of \$ 100.00
5. *Certificate of Intention

All the above-mentioned are required documents to run for the office of Town Council in the Town of Millville all must be received by 4:30pm on Friday, February 3, 2023, at the Town Hall Office, located at 36404 Club House Rd, Millville. Forms are available at Town Hall, or on our website at www.millville.delaware.gov. No Forms will be accepted after that deadline.

*The State Election Commissioner's Office requires candidates filing to run in a municipal election to complete a Certificate of Intention online. The Certificate of Intention can be found at <https://cfrs.elections.delaware.gov/Public/CertofIntentHelp>

You can follow the instructions online to complete this form electronically. A copy of the filed Certificate of Intention or Statement of Organization must be printed and filed with the Town Manager or Administrative Assistant. Failure to file a Certificate of Intention with the State may result in you being deemed ineligible to run for office.

The State requires the Candidate filing form to either be filled out in the Town office or be notarized.

Eligibility Requirements (in effect throughout the term):

- A citizen of the United States of America and bona fide resident of the Town of Millville for the period of at least ninety (90) days preceding the next Annual Municipal Election.
- At least twenty-one (21) years of age on or before the date of the election.
- Non-delinquent in taxes, utilities, or any other debt to the Town.
- Not been convicted of felony; and
- Not been adjudged mentally incompetent.